

# REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, April 4, 2012 - 4:30 PM

Portage County Annex Room 1 - 1462 Strongs Avenue, Stevens Point, WI 54481

PRESENT: Chairperson Beveridge, Alderperson Stroik, Commissioner Siebert, Commissioner Myers, and Commissioner Kruthoff.

ALSO PRESENT: Community Development Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, Deb Roman-Schrank, Jay Schrank, Craig Buttke, BJ Welling, Cathy Dugan, and Brandi Makuski.

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## INDEX:

Discussion and possible action on the following:

1. Approval of the report from the February 6, 2012 HPDRC meeting.
  2. Request from Craig Buttke of Northwind Renewable Energy for an exterior building review for the installation of solar panels and related equipment at 1220 Briggs Court (Parcel ID 2408-32-2001-37).
  3. **Presentation on the City of Stevens Point's Façade Improvement Grant Program.**
  4. **Request from Debbie Roman-Schrank for façade improvement grant funds in the amount of \$12,600.00 and design review for exterior building work, including the replacement of windows and doors, and masonry work at 832 Main Street (Parcel ID 2408-32-2016-18).**
  5. **Request from Robert Welling for façade improvement grant funds in the amount of \$30,000.00 and design review for exterior building work, including the replacement of windows and doors, and masonry work at 1201-1225 Main Street (Parcel ID 2408-32-2027-06).**
  6. Other business/updates.
  7. Adjourn.
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1. Approval of the report from the February 6, 2012 HPDRC meetings.

**Motion by Commissioner Myers to approve the report from the February 6, 2012 HP /DRC meeting; seconded by Chairperson Beveridge . Motion carried 5-0.**

2. Request from Craig Buttke of Northwind Renewable Energy for an exterior building review for the installation of solar panels and related equipment at 1220 Briggs Court (Parcel ID 2408-32-2001-37).

Craig Buttke of Northwind Renewable Energy stated that they are looking for approval of a solar electric system and a solar thermal system. The solar panels would be at the southwest corner of the building, and the thermal system would be in the center courtyard. **There has not been a final determination of the final façade of the building, so that would be done at a later time.** The drawing provided in the packet is a representation of how the solar electric and hot water system will look.

Chairperson Beveridge asked what would be the angle of the solar panels. Mr. Buttke answered about 20 degrees with a four foot overhang.

Commissioner Kruthoff was very excited and supportive of the plan. Alderperson Stroik asked what would be the height. Mr. Buttke answered on the back end it

would be about eight feet above the roof and the solar thermal collectors are tilted at 60 degrees to help heat the green house and the aquaponics. He said they are planning to raise perch and tilapia in fish tanks, and they would use the waste to help grow plants.

**Motion by Chairperson Beveridge to approve the request for an exterior building review for the installation of solar panels and related equipment at 1220 Briggs Court; second by Commissioner Siebert. Motion carried 5-0.**

3. Presentation on the City of Stevens Point's Façade Improvement Grant Program.

Director Ostrowski stated approximately two years ago the City approved a Commercial Rehabilitation Loan Program to assist with the revitalization of properties within the downtown area, as well as properties on Church Street and Division Street. Things such as exterior renovations, minor interior work, roof replacement, etc. were all eligible activities under the program. The program was a loan program and required repayment of the borrowed funds, with a two percent interest rate. The program funded 50 percent of the total cost, with a maximum amount of \$50,000. In its existence, no loan had ever been made out of the program. As of February 20<sup>th</sup>, **that fund has been rolled into the new Façade Improvement Grant Program with \$300,000 available grant dollars.** The change was made due to the lack of use and the creation of the very similar Central Wisconsin Economic Development loan program. **The intent of the Façade Improvement Grant Program is to encourage revitalization in the downtown through a matching grant rather than a loan with interest.**

The program allows owners and/or tenants of existing buildings within the Downtown Design Review District to apply for 50 percent matching funds of total costs for eligible improvements. Owners and/or tenants of historically significant buildings outside of the Downtown Design Review District are still encouraged to apply as the HP/DRC can approve projects outside of the District. All projects must be submitted to the HP/DRC for review and approval. There is a set of ranking criteria that will be used when evaluating proposals. If a project is going to exceed \$30,000 of City matching funds, it will require Common Council approval. Eligible properties would be owners and/or tenants of existing buildings with the Downtown Design Review District, and properties with historical significance within the City such as the few that are located by Skipp's Bowl. Eligible activities would include any storefront improvements such as doors, windows, wall treatments, tuck pointing, and signage, but since signage changes with the business, you want to approve something that would go with the building, not individual business signs.

The award reimbursement goes through the Historic Preservation Commission and once that is done funds are reimbursed after the project is completed. In the packet is an example of the application. Applications require a detailed list of project revenues and expenses, two bids for proposed work, drawings detailing the work and the site to be completed, a sample of the materials, proof of insurance, and applicants must be current on real estate and personal property taxes with no outstanding amounts owed to the city. There is \$300,000 available grant dollars. Once those funds are exhausted the program may expire. Every project does not have to receive grant funding; it is up to the commission to choose the most prevalent projects that would be appropriate for the city.

Commissioner Siebert asked if it was a matching grant. Director Ostrowski stated yes.

Director Ostrowski stated that within the program on page 5 there is a ranking order of applicants. Generally, projects having the greatest aesthetic impact will be given first priority. Priority will also be given to the following:

1. Projects that will encourage other restoration or redevelopment within the downtown TIF District area.
2. Buildings where an immediate renovation will stop serious deterioration of the **building's façade.**
3. Projects that improve the architectural integrity of the building and restore the historic architecture.
4. Buildings where historic or architecturally significant features contributing to the **building's character are in danger of being lost due to disrepair.**
5. **Vacant properties where façade improvements would help to improve the overall appearance.**
6. Projects that demonstrate collaboration and will help to improve the overall appearance.
7. Projects that will result in significant new investment and creation of jobs.
8. Projects that incorporate mixed uses or multiple tenants.

Chairperson Beveridge clarified that the total is \$300,000, and this is a grant so the dollars will not revolve. Director Ostrowski stated that was correct. Once it is gone, it is gone, and it is up to the Council if they want to fund it any further.

Director Ostrowski continued by stating that the more we are able to show, with before and after photos of funded projects, the greater the possibility that the program may be funded further in the future. He also stated that within each staff report there is an outline of the ranking criteria, the standards that need to be met, and the conditions that must be met prior to approval.

4. **Request from Debbie Roman-Schrank for façade improvement grant funds in the amount of \$12,600.00 and design review for exterior building work, including the replacement of windows, doors, and masonry work at 832 Main Street (Parcel ID 2408-32-2016-18).**

Debbie Roman-Schrank stated **that since the Public Square has been redone, Graffiti's building looks nice, and Schertz-Farhner had redone buildings on the other corner, their building is in terrible need of repair.** Furthermore, she said the building was moved to its current location in 1985 and the brick work is in need of repair and updating. It is very visible in to the square and is in need of some attention. They are looking at doing tuck pointing, installation of new commercial windows, wood trim, and door replacement for the first level and the basement.

Commissioner Myers asked if they are leaving the doors on the front the same. Mrs. Roman-Schrank answered no; **they would look like the doors at Graffiti's.**

**Jay Schrank stated that he would like the building to equal the look of Pamela's and Nail Masters and that the wood would be gone and replaced with metal strips of trim that would be the same as the frame of the window with a similar green paint scheme.** Mr. Schrank said he is not really sure if he is going to do all the trim work up on the top level, but he had just met with the painter today and is waiting on an estimate.

Chairperson Beveridge clarified that there is some decorative work at the top of the building and wanted to make sure that the brick was not going to be painted. Mr. Schrank stated he does have the arches, but does not want to paint the brick. Painting around the windows, around the frames, as well as some nail beams is proposed, which might be a dark green or light green.

Commissioner Siebert asked if the metal trim will be in the same shape as the current wooden trim. Mr. Schrank stated it will be flat. Furthermore stating that an I-beam across the top with another piece of wood with a little trim exists, and that trim would be for the window.

Economic Development Specialist Kyle Kearns showed the examples of the trim that they had wanted to use.

Chairperson Beveridge asked if there was any information about the current windows in the building, such as the age. Mr. Schrank answered that he does not know if they were replaced when the building was moved, he also stated that they are a very entry level low-E windows.

Economic Development Specialist Kyle Kearns showed the commission an example of the type of window that they are looking at installing.

Chairperson Beveridge asked if the building was purchased from Tom Brown. Mr. Schrank stated yes.

Economic Development Specialist Kyle Kearns clarified that the windows would be tinted, similar to Graffiti's. Mr. Schrank stated yes.

Commissioner Myers asked if the windows would have the same painting as the old windows. Mr. Schrank stated that he is not sure if he is going to do the same tan color, but is also looking at the green scheme of the other buildings. Commissioner Myers asked if the signs in the windows would need to be redone. Mr. Schrank stated yes, they would have to re-letter the windows.

Commissioner Siebert stated that his concern is that there needs to be some detail to the window trim instead of the flat metal.

Commissioner Myers stated that the green that is going to be put on the windows will look so much different. Mr. Schrank answered that there is still going to be a separation of the windows and all the remaining wood would be painted green.

Commissioner Siebert stated he is in favor with the color, but would like to see detail in the trim around the windows because it enhances the look of the building. He stated this is the old Town Clown that used to house a barber shop.

Chairperson Beveridge asked if the doors are going to be similar. Mr. Schrank said they would be similar to the other buildings in the area, which was clarified as metal doors with full opening. Chairperson Beveridge then clarified that the existing doors are the same only wood, to which Director Ostrowski stated the existing wood doors have a veneer that is peeling off.

Director Ostrowski verified that all the doors would be replaced. Mr. Schrank stated there are four doors, but was looking to get rid of the southwest door completely, which is displayed in the bottom left picture of the staff report. Mr. Schrank stated that they never use that door. Chairperson Beveridge asked if they would close that opening. Mr. Schrank stated that it would not be recessed anymore and would be brought out to the same as the other area. Chairperson Beveridge stated **we don't do that, and that it cannot be pulled out.** Mr. Schrank stated that if it cannot be pulled out then they would keep the door at that location.

Chairperson Beveridge stated it is controversial but it does give a nice look to the front scape of the building, it was the way they were and the way we would want to keep them. Chairperson Beveridge furthermore stated that the whole building has some nice entrances to it and then questioned what would be done with the door since they are unable to pull out the area. Ms. Roman-Schrank stated they would use the same type of door as the others in that location.

Commissioner Siebert asked if they would leave the transom. Ms. Roman-Schrank stated yes they would be leaving the transom.

Chairperson Beveridge **stated that they wouldn't want to lose the transoms, to which Co**mmissioner Siebert asked if they would be replacing the transom, and Ms. Roman-Schrank stated they would be replacing the glass windows.

Chairperson Beveridge stated that he would like to see some type of detail along the windows instead of just a flat metal strip. Commissioner Siebert added that it just goes with the character of the building. Commissioner Kruthoff added that it will also balance out the building because of all the work at the top, the flatness would look out of place.

**Director Ostrowski stated that Graffiti's has the rosettes at the top of the windows with the beam.**

As far as conditions staff recommends:

- **The mural located on the east façade will remain and that the applicant/owner pursues services to touch-up the mural after brick work is complete.**
- Second story window trim shall be painted to match that of the proposed first story bronze window trim to be installed.
- Cornice shall be painted to match that of the proposed first story bronze window trim to be installed.
- The Mitchell Square Building nameplate shall be restored with similar lettering on the new glass window.
- Tuckpointing shall match to the greatest extent possible the original mortar color and spacing on the building.
- Applicant must receive another bid for the masonry work and the lowest qualified bid shall be used for the awarding of funds.
- All work shall be completed within one year.
- **Project must adhere to Façade Improvement Grant Program Guidelines.**
- No funds shall be disbursed until project is fully completed.
- The maximum City participation shall not exceed \$12,600.00 and no individual cost shall exceed the following:

<b>Improvements</b>	<b>Cost</b>	<b>Proposed Matching Grant Assistance</b>
Masonry	\$10,000.00	\$5,000.00

Window & Door	\$15,200.00	\$7,600.00
Paint	No bid submitted	N/A
<b>TOTAL</b>	<b>\$25,200.00</b>	<b>\$12,600.00</b>

Mr. Schrank stated that in regards to the existing mural, there are two options. Once the tuck pointing is done the mural is going to look pretty messy and will have to be touched up. Although that rooster type mural does not really go with the Downtown as it looks now, there used to be other murals just like it on the Blue Cross Blue Shield building, as well as the building where Square Scoops is now. **Commissioner Siebert added also on Graffiti's.** Mr. Schrank is thinking that with the other nice murals that are downtown, that that area could be replaced with a more fitting mural of maybe a barber shop scene similar to what took place in the building, if that is an option, still keeping the historic look and feel. Chairperson Beveridge clarified a whole new mural, to which Mr. Schrank stated yes. He stated that they just met with the painter today and do not know how much the touch up is going to be or even how much a new mural is going to be.

Commissioner Siebert stated that the mural was a Polish wedding done by Mrs. Bartosh **back in the late 1960's, early 1970's and there was a whole series of them, but this is the last one,** and on a personal point of view he would like to keep it, because of what it had represented. On one of the other murals there were a couple of dancers in costume at a Polish wedding. The current artist of the other murals is named Kelly, and Tom Schrader from Parks and Recreation would have her number.

Chairperson Beveridge stated that the things that they are stumbling over is the trim around the windows and the southwest door, and as soon as you step away from wood into other materials such as metal, it is difficult to do what we want to have done.

Commissioner Myers **asked if we had approved Graffiti's** windows with the metal. Chairperson Beveridge answered we approved one thing, but something different showed up.

Mr. Schrank stated there would be wood around the windows, furthermore stating that the lighter color wood on the pictures would stay as the very top lip of the metal frame. The rest would be painted green.

Chairperson Beveridge stated he could approve most of it, but would need to see more photos and information from the contractor.

Mr. Schrank mentioned it might be easier if anyone from the commission would want to stop down and see the width and the proportions, the pictures help, but unless you are looking at it right there **it doesn't put things into perspective.**

Chairperson Beveridge stated that there is a nice piece of trim there that leaves a triple step back to it, furthermore leaving a nice shadow line that does dress up the building and encouraged keeping or reproducing that.

Director Ostrowski asked if they would be going with a green color. Mr. Schrank stated yes that the green goes well with a tone adjustment and a possible shade lighter with the beams that would go across the top of the windows, showing a contrast. Chairperson Beveridge stated he is concerned that it will look like the whole downtown is painted the same color at the same time.

Mr. Schrank asked for clarification that if whatever color is agreed upon, the conditions then read that the window trim for the upstairs has to match. Director Ostrowski stated that the commission would like to see the trim for all windows be the same color, the bronze color, if that is the color of trim that is chosen.

Director Ostrowski stated that a second bid would be needed for the masonry work. Mr. Schrank stated that there was an individual that had come down and gave a verbal bid of \$3,000. Director Ostrowski stated that with tuckpointing it is tricky and they would rather pay more for the tuckpointing to have it done right. Ms. Roman-Schrank stated this person stated that he was going to caulk, power wash, and do the whole place. Commissioner Siebert stated you have to be very careful **about the power washing of brick, don't do it.** He referred to the brick like a loaf of bread with the outside being hard and the inside being soft. Power washing it will take off the hard outer layer, and that will cause the rest to crumble. Ms. Roman-Schrank stated that there are some areas around the windows that have some mold, and those will have to be chemically treated. Commissioner Siebert stated there are ways to remove those areas, but power washing is not one of them. Mr. Schrank stated that Tim Schertz used some sort of soy based product and the power washer without the pin type nozzle on there. Commissioner Siebert stated the building would not last 10 years if it was power washed, the building would just collapse.

Alderson Stroik asked if the painting was included or would they come back later. Director Ostrowski stated **the painting could be approved, there just wouldn't be any funding for it** because it is not included in the submittal.

Commissioner Myers asked why staff had recommended the mural to stay. Director Ostrowski stated it has historical significance, if tuckpointing is going to damage it and it is unable to be replaced, he would rather see no mural than putting up another mural or painting over the brick. Commissioner Siebert stated that you really have to make an effort to keep the existing mural. Commissioner Myers stated he is surprised that it is historic; he feels it looks very contemporary, compared to the other murals in town. Commissioner Siebert stated it is a very Polish tradition.

Cathy Dugan stated that she had went online recently and that even Wikipedia has online that Stevens Point is the largest concentration of Polish people in the nation and that whole history is important.

Commissioner Kruthoff stated people come to town to see the murals.

**Motion by Commissioner Myers to approve the request with the following conditions:**

- **The mural located on the east façade will remain and that the applicant/owner pursues services to touch-up the mural after brick work is complete.**
- **Second story window trim shall be painted to match that of the proposed first story bronze window trim to be installed.**
- **Cornice shall be painted to match that of the proposed first story bronze window trim to be installed.**
- **The Mitchell Square Building nameplate shall be restored with similar lettering on the new glass window.**
- **Tuckpointing shall match to the greatest extent possible the original mortar color and spacing on the building.**
- **Applicant must receive another bid for the masonry work and the lowest qualified**

bid shall be used for the awarding of funds.

- All work shall be completed within one year.
- Project must adhere to Façade Improvement Grant Program Guidelines.
- No funds shall be disbursed until project is fully completed.
- The maximum City participation shall not exceed \$12,600.00 and no individual cost shall exceed the following:

Improvements	Cost	Proposed Matching Grant Assistance
Masonry	\$10,000.00	\$5,000.00
Window & Door	\$15,200.00	\$7,600.00
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<b>TOTAL</b>	<b>\$25,200.00</b>	<b>\$12,600.00</b>

- That the Chairperson of HP/DRC and the designated agent work with the applicants to determine the appropriate actions to take for the ledge.
- That the Chairperson of HP/DRC and the designated agent work with the applicants to determine the appropriate paint color.
- That the Chairperson of HP/DRC and the designated agent are allowed to approve minor modifications to the project.

**seconded by Commissioner Kruthoff.**

Commissioner Kruthoff stated that one of the things was about having a second quote, since Mr. Schrank had called other masons and was unable to get a second quote how should they proceed. Director Ostrowski stated that if you are fine with this mason we can go with it. Commissioner Kruthoff stated that she wouldn't want that to hold up this project because they are unable to get a second quote. Director Ostrowski stated you want to have someone who has the skill to do the tuckpointing. Ms. Roman-Schrank stated that he does have the skill, and has been around a long time, as well as having done the building next door. Director Ostrowski asked B. J. Welling who is doing his work, to which he answered Dulak as well. Chairperson Beveridge stated that he had done tuckpointing on his house as well. Ms. Roman-Schrank stated that a lot of masons just want to work on the new construction and all they want to do is the new stuff.

Chairperson Beveridge asked what the masonry finish was, to which Mr. Schrank answered flat and no rounded. Chairperson Beveridge stated that if you see flat in a bunch of places, than it typically was in all places and he does not think that this building would have been built in sections.

**Chairperson Beveridge stated that we have a motion that includes all staff recommendations . Director Ostrowski added that the motion should also include that no power washing of the masonry and that the existing door set back should remain. Commissioner Myers and Commissioner Kruthoff agreed to the additional conditions. Motion carried 5-0.**

Request from Robert Welling for façade improvement grant funds in the amount of \$30,000.00 and design review for exterior building work, including the replacement of windows and doors, and masonry work at 1201-1225 Main Street (Parcel ID 2408-32-2027-

06).

Director Ostrowski stated **that this façade grant request** is for the full \$30,000. He stated that Mr. Welling is doing significant work to the entire building that is going to exceed the \$60,000 that would be required. The current cost estimate that has been submitted is \$87,700, which does not include the storefront windows that he does plan to do within the upcoming two years. He is putting in a considerable investment into this property, and this building is one of the most visible buildings in our downtown. Windows are boarded up and the mortar for the brick is falling apart.

Commissioner Siebert asked if this is all one building, to which B. J. Welling answered it is three buildings, but being sold as one. Commissioner Siebert asked if the one on Strongs Avenue across from **Arbuckle's** is one building, due to the different brick work, to which Mr. Welling answered yes it, appears so, but he was unsure of the timing of each building when built because the stairs to get to the building are in the other buildings.

Commissioner Myers asked if Mr. Welling had the same mason as the Schrank project. Mr. Welling answered yes, he has a verbal quote, although at this time he does not own the building and all of this is contingent on the purchase of the building.

Director Ostrowski stated that is one of the issues with getting the finite bid, with him not owning the building it becomes a little more difficult, we would require as one of the staff conditions that they do get the appropriate bids and we would award it appropriately. Commissioner Myers stated that with the tuckpointing, we should not require two bids. Mr. Welling stated that he was referred to Dulak, he is unable to vouch for his work, but it sounds like the commission seems to know his work.

Cathy Dugan stated that Don Dulak had done a lot of the work on the Schertz buildings and had done her chimney as well as the tuckpointing on the Sevenich place on Fourth Avenue.

Director Ostrowski clarified that Mr. Welling is purchasing the building; this is one of the contingencies of the purchase of the building. He is also planning on putting in apartments above the old Mission Billiards Hall that has passed at the Plan Commission and will be going in front of Council this month for approval.

Chairperson Beveridge questioned that when he was looking at this the other day, there was **a question as to if there were windows on the south façade that** are partially covered by the sidewalk, right at the bottom of the structure. Mr. Welling stated that there might be, and that he has been all over the building a number of times now, and when you go in the basement there are doorways to nowhere on the outside walls. Mr. Welling stated that there were full size doors that go to under the sidewalk which are bricked up. Commissioner Siebert stated that in the past there had been deliveries down into the basement through the sidewalk. Chairperson Beveridge stated that some properties on Main Street had an elevator that would open up onto the sidewalk, and all the businesses downtown would have some basement space under the sidewalk area. Mr. Welling stated that on the south side of the Mission, he had not really inspected those sidewalk covered windows. Chairperson Beveridge stated it was just curiosity for the commission as to what all the archways and window heads were.

Mr. Welling stated that a large part of this project is replacing all the upstairs windows including the boarded up ones on the south side of the building. Economic Development Specialist Kyle Kearns stated there are about 20 boarded-up windows that would be replaced.

Director Ostrowski asked for clarification about not replacing two of the windows in the alley area, to which Mr. Welling stated on the backside of the building in the little alcove area there are a couple windows that seem awkward to replace. Chairperson Beveridge pointed out that there was a doorway there. Mr. Welling stated that there is a doorway that cannot be turned back into a doorway because there is not room for a balcony and there is an issue with all the electrical wires that run into the building at that location. Something may have to happen with the mast and all the wires at that location. There is a kitchen on the other side of the wiring that is intended to be turned back into an apartment and there are two bolts going through there as an anchor point for the mast. Mr. Welling also stated that he is envisioning not replacing the door upstairs next to the drain pipe and the door directly under that due to the interior layout of the building as it currently sits. **Windows won't work at either** location. Mr. Welling stated that there might be a furnace room behind the doors and he may not be able to replace the two bottom doors. He pointed out that the window opening that has the air conditioner facing south, the open window to the left of the down spout, would be replaced, and the one just to the right of all the wires would be also replaced, as well the two boarded up ones facing east on the first floor.

Commissioner Siebert asked what would be done with the ones that are not getting replaced, to which Mr. Welling stated he has not thought about that yet. Commissioner Siebert stated he does not know if the doors are original to the building, but there is a way to fake it and make it look like a door but it really is not. Chairperson Beveridge stated that if you put trim on it, and paint it appropriately it would blend in. Commissioner Siebert stated then it would not look like you have a bricked up wall.

Chairperson Beveridge stated that it would be helpful to paint the drain pipe.

Commissioner Siebert asked about the two white doors that are on the back side for the first floor and wanted to know where they lead to. Mr. Welling stated that the door to the right is a functioning door, but the other one has been turned into a window for a bathroom.

Chairperson Beveridge asked about the larger looking opening on the right and if that looked like it had been a door with a transom above it, to which Mr. Welling stated yes, but does not have any intentions in doing anything with that right now. There is a lower ceiling, and he expects that the transom is above the lower ceiling but does not currently have it in the budget to do anything with that area other than just paint it. Commissioner Siebert stated that it can be faked to look like a transom.

Chairperson Beveridge asked about the store front window replacement for just on the corner, to which Mr. Welling answered that it is not included with this request. Director Ostrowski confirmed that it is not included in this project but may be a future project, this request is just for the second story windows, and the ones boarded up on the south side.

Commissioner Kruthoff asked about the shadow of the sign for the Mission Billiard Hall on

**the south facing façade**, when was it put there. The shadow of the sign shows that it is a very old sign; and she questioned if we kept it there for purpose when there was a revision in the past, and wanted to know if there were plans for that sign. Several members stated that it appears to be a ghost of a sign, but that it would be nice if it could stay and not be removed in any way. Mr. Welling stated that tuckpointing will occur there but is unsure if there is even any paint on the mortar right now anyway. Chairperson Beveridge stated that it would be nice to have it stay and not to even touch it up. Commissioner Kruthoff stated she just did not want it painted over.

Aldersperson Stroik pointed out the tuckpointing to be split over two years and asked if that would cause an issue with the grant. Director Ostrowski stated that the commission could grant him an extension on the tuckpointing given the size and scale of the project. Aldersperson Stroik asked if that would need to be approved now at this meeting.

Director Ostrowski asked Mr. Welling if the tuckpointing was going to be done right away. Mr. Welling stated there is a lot to put together for this all to happen and it is in the budget to do this, the commercial windows could have been done this year, but there are people leasing the corner store, so that would have to be next year. Furthermore, Mr. Welling stated that he would split it due to cash flow so he did not have all the expense at once. Director Ostrowski stated that with this grant program the funds are dispersed after the project is complete, this way we can see the project finished. There is a year requirement to complete funded projects, but if we need to extend that, it can be done.

Mr. Welling stated that in his conversations with Don Dulak for the most part, the mortar is **good, but the east side is the worst side, and you can see eroding brick on the east façade**. He stated that he is thinking about doing the worst parts of the building first, or maybe doing the whole thing all at once.

Economic Development Specialist Kyle Kearns clarified that the bid was for all four sides, to which Mr. Welling stated yes.

Chairperson Beveridge asked if the replacement of windows would be everything that is in there or just putting new in where they have been bricked over, to which Mr. Welling stated it would be complete replacement of all of the windows with a higher end Pella windows that would have aluminum clad exterior and a wood interior and functioning double hung with fixed transoms. Mr. Welling stated that there are a lot of widows and they are big at 89 inches high.

Chairperson Beveridge asked if there is going to be any divided lights in any of these, to which Mr. Welling stated he is intending on going with the same look as the original and like the north **façade** being the double hung windows with transoms. Mr. Beveridge asked if the first five windows had the original sash. Mr. Welling stated yes they do as far as he can tell.

Commissioner Seibert asked about the first two windows being arched and then the next few windows are not, and if that was the way it was built. Mr. Welling stated yes it does meet a pattern from the arches to the straight then arched openings.

Chairperson Beveridge asked about the bow head and what was in there now, to which Mr. Welling stated it currently is wood and they would do the same thing, the window glass

would not be arched on top. The intent of Mr. Welling is to go with the bronze aluminum trim, and with the downstairs windows that have the aluminum mill finish on them, he would also go with the similar pattern of glass with bronze extrusions.

Chairperson Beveridge asked about the large setback square on the Mission building of the second floor shown on page seven of eight of the staff report in the bottom right picture. Mr. Welling stated he did not know but the windows at that location are functioning.

Mr. Welling stated that the Mission building is architecturally different than the others. Commissioner Myers asked if the building was built last, to which Mr. Welling stated he believes that it is the last building to go up and you can see the split in the upper left photo of page seven of eight of the staff report.

Commissioner Siebert asked what exactly is being asked for approval. Director Ostrowski stated the tuckpointing, all the second story window replacements, and chimney repair. Commissioner Myers asked if the windows would be done right away, to which Director Ostrowski stated the windows would be done right away, the tuckpointing may be done over a period of two years.

**Commissioner Siebert asked what would be done with the south east corner façade.**

Director Ostrowski stated that a few of the windows could be replaced, the drain pipe could be painted, and the painting of other equipment that is back there would help to blend it more.

Mr. Welling stated that the conditional use approval from the Plan Commission stated that the garbage cans would need to be shielded, and that is where the garbage cans would be put, but he is not sure how he will do that at this time.

Chairperson Beveridge asked about the white doors that show on the southeast side and if they were an aluminum storm door, to which Mr. Welling stated yes they were and that they are possibly a flush solid core door. Chairperson Beveridge then asked if he planned to just paint them, to which Mr. Welling stated yes.

Commissioner Siebert asked if Mr. Welling would be coming back with a plan to address the **east façade**. Mr. Welling stated there are trees there by the bank that shields the area and the problem is that there has to be a spot for utilities. The electrical and gas meters currently exist and right now that alcove is the only spot for them.

**Commissioner Myers stated it is similar to Bill's Pizza building in that it is not his fault and it still is an alley way.** Director Ostrowski pointed out that this is a challenge since the property is visible on all four sides.

Aldersperson Stroik asked where the parking would be for the apartments, to which Director Ostrowski stated it would be in the Crosby Street city parking lot.

**Motion by Commissioner Siebert to approve with the following conditions:**

- Tuckpointing shall match to the greatest extent possible the original mortar color and spacing on the building.

- Applicant must receive two qualified bids for all work and the lowest qualified bid shall be used for the awarding of grant funds.
- All work shall be completed within one year.
- All windows shall fully fit the existing building opening.
- **Project must adhere to Façade Improvement Grant Program Guidelines.**
- Applicant must submit proof of insurance.
- No funds shall be disbursed until project is fully completed.
- Grant funds are conditioned upon the acquisition of the property by Mr. Welling. Closing on the property must occur within 60 days of the HP/DRC approval. A 30 day extension may be provided by the Chairperson of the HP/DRC and the Director of Community Development.
- The maximum City participation shall not exceed \$30,000.00 and no individual cost shall exceed the following:

<b>Improvements</b>	<b>Cost</b>	<b>Proposed Matching Grant Assistance</b>
Masonry Work	\$26,000.00 (still need two bids)	\$13,000.00
Windows	\$53,100.00 (still need additional bid)	\$26,550.00
Window Installation	\$6,600.00 (still need two bids)	\$3,300.00
Chimney Masonry Work	\$2,000 (still need two bids)	\$1,000.00
<b>TOTAL</b>	<b>\$87,700</b>	<b>\$30,000 (maximum)</b>

- The drain pipe to be painted to blend into the façade of the building as well as the doors on the east side.
- The applicant agrees to work with the Chairperson of the HP/DRC and the designated agent on a plan for the doors and windows that are not being replaced in the alcove area

**Seconded by Commissioner Myers. Motion carries 5-0.**

5. Other business/updates.

Director Ostrowski stated that Gyro and Kabob House was given until May 1, 2012 to replace the door. He also stated that there are at least three more interested businesses in the Façade Improvement Grant Program. Director Ostrowski stated that it might be beneficial to meet at the site prior to the commission meeting so there is a better visualization of the current condition and the project. Also depending on the length of the agenda, starting next month we may begin looking at the design guidelines again as well.

Commissioner Kruthoff stated that it would be good to view the projects during the daylight hours as well for safety concerns.

6. Adjourn.

**Motion to adjourn by Chairperson Beveridge; seconded by Commissioner Siebert.**

**Adjourned at 5:040pm.**